



**OPEN EXAMINATION  
SENIOR LIFE ACTUARY  
CONTINUOUS TESTING**

LP14-6086 6HAAD



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the [internet](#) and at the testing office shown below. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 650-6797  
Selection Unit  
In Person: 1501 Capitol Avenue, Suite 71.1501  
By Mail: MS 1300-1302  
P.O. Box 997411  
Sacramento, CA 95899-7411

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**FINAL FILING DATE:** There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**SALARY RANGES:** \$7164 – \$9509 per month. The Senior Life Actuary classification is subject to an additional 10.99% Recruitment and Retention pay differential.

**POSITION DESCRIPTION:** Under the direction of the Staff Services Manager I, the Senior Life Actuary serves as the Department of Health Services expert in the development and use of sound actuarial methods of establishing capitation rates and related contractual reimbursement provision for Prepaid Health Plans and other prepaid health care service organizations. The Senior Life Actuary oversees and directs the technical work of the Capitation Projects team, and performs the most difficult or sensitive work. The Senior Life Actuary also provides technical guidance to staff.

Positions exist with the Department of Health Services in Sacramento.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Either I

One year of experience in the California state service performing the duties of an Associate Life Actuary.

Or II

Experience: Four years of experience in either: (1) a responsible actuarial position in a life or health insurance company; (2) a responsible position as a consulting actuary involving life insurance, life annuities health or disability insurance, or (3) a comparable actuarial position in another governmental agency. (Experience in the California state service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) and

Education: Equivalent to graduation from college preferably with a specialization in mathematics, insurance or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The entire examination will consist of an Evaluation of Training and Experience weighted 100 percent. The training and experience questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the Department of Health Services in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) service-wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI From TDD: 1-800-735-2929    MCI From Voice Telephone: 1-800-735-2922  
Sprint From TDD: 1-888-877-5378    Sprint From Voice Telephone: 1-888-877-5379